

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held virtually on Thursday, June 4, 2020.

Present: Supervisor Schadewald, Supervisor Murphy, Supervisor Vander Leest, Supervisor Peters, Supervisor Hopkins

Also Present: Supervisors Borchardt, Van Dyck, Dorff, Brusky; Corporation Counsel Dave Hemery, Director of Administration Chad Weininger, County Clerk Sandy Juno, Child Support Director Maria Lasecki, Technology Services Director August Neverman, Treasurer Paul Zeller; other interested parties.

I. Call to Order.

The meeting was called to order by Chairman Richard Schadewald at 5:39 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Hopkins, seconded by Supervisor Vander Leest to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of May 7, 2020.

Motion made by Supervisor Vander Leest, seconded by Supervisor Murphy to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

1. Review minutes of:

a. None.

Comments from the Public - The Public may provide Public Comments by emailing their Public Comments to the following email address: publiccomment@browncountywi.gov . All Public Comments must include the following: 1) Full Name of Commenter; 2) City, Village, Town or other Locality, and State, that the Commenter Resides in; 3) What Issue the Commenter desires to Comment on; 4) Whether the Commenter is or is not a Lobbyist Registered with the State of Wisconsin, or Registered with any Municipality within Brown County, and if so the name of the Entity or Organization that the Commenter is Lobbying on behalf of.

The Public may also provide Public Comments that comply with the above four requirements by mailing them to the following address: Brown County Board Office, P.O. Box 23600, Green Bay, WI 54305-3600.

Compliant Public Comments received by email or mail on or before midnight the day prior to the Virtual Meeting will be electronically forwarded to Board Supervisors on the morning of the Virtual Meeting.

Communications

- 2. Communication from Supervisors Schadewald and Borchardt re: This is our request to have these committees and administration review the potential for reduction of licensing and other fees for those businesses negatively affected by the COVID-19 pandemic. *Referred from Human Services.***

Borchardt informed they were looking at trying to lessen the burden on businesses that may

have been affected, whether in the restaurant industry or food service industry. Schadewald informed they talked to the Health and Human Services Director Erik Pritzl who administratively delayed and waived fees. Also, the state in the last few days had been saying businesses can apply for grants, he felt it was their job to help communicate that to businesses and see where they also fit into that. He didn't think there were any other reduction of fees to speak to at this time. If things weren't getting done in the near future, they can come back.

Motion made by Supervisor Hopkins, seconded by Supervisor Murphy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

3. **Communication from Supervisor Van Dyck: Amend sections 2.13c and 2.13f of Chapter 2 of the Brown County Code of Ordinances to allow for email to be considered as an approved form of written request.**

Supervisor Van Dyck referred to a document he provided (see attached) and spoke to his suggested changes. In his eight years on the board they had never had a request for a special meeting that he could recall. It wasn't very common but it came up at the last County Board meeting. There seemed to be the general consensus that in order to have a special meeting, you had to have physical signatures of a majority of supervisors and file it with the County Clerk. He felt in this day and age, it was a little bit antiquated and his hope would be to move to something more current.

Motion made by Supervisor Vander Leest, seconded by Supervisor Hopkins to direct Corporation Counsel to prepare the change in proper format and bring back to the committee for approval. Vote taken. MOTION CARRIED UNANIMOUSLY

Legal Bills

4. **Review and Possible Action on Legal Bills to be paid.**

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions & Ordinances

5. **Resolution Approving Budget Adjustment General Fund Transfer.**

Director of Administration Chad Weininger informed this request was unique, generally they never take money out of the General Fund, the fund balance that was unrestricted for emergencies. Land Conservation went to purchase a truck end of 2019, the vehicle was delivered 3/25/2020. A carryover request from the 2019 budget to the 2020 budget was not submitted, 2019 funds went to the general fund and now 2020 funds were being used from the general fund to fix it.

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Resolution for Advisory Referendum Regarding Redistricting.**

Weininger informed with the revision of Chapter 2, they took some of the Executive Committee powers, so now it came to this committee. Per Chapter 2, it had to be placed in resolution format and required a fiscal impact. They were following the same process that they did for everything else that normally would go through Executive. It had an effect on legislation and there was a budgetary effect. Van Dyck felt they were duplicating efforts again since it was already discussed at PD&T.

Supervisor Lindsay Dorff supported the referendum noting it saved taxpayer money, a nonpartisan process was less contentious and avoided litigation. To her the most important part about

nonpartisan redistricting, it tends to decrease partisanship. She believed the county level was the only way the people of Brown County had of getting their voices heard on this topic.

Supervisor Peters stated that since this redistricting was in the purview of the state legislature, he didn't see any valid reason for the county to get involved in it and what they had done in the other 17 counties had little bearing or no bearing on Brown county so he would recommend receiving and placing on file.

Vander Leest stated they had been through the advisory referendum a number of times before and he believed the governor and state legislature should be the place they should be advocating for how they wanted to handle the redistricting.

Borchardt agreed with Dorff, when they had these referendum votes, they were giving a voice to those here in Brown County, like they had other times. Whether state officials listened or not, it was up to them but she felt it was important as supervisors to give constituents a voice at the ballot box.

Van Dyck didn't see this as being controversial in the sense that given the fact that this had been before a number of other counties, if he had to guess it would pass 70 to 30 if it ended up going to referendum. It was great to give people a chance to express their opinion but he found it interesting that some of the supervisors that adamantly stand up for giving people of Brown County the right to express their opinion didn't share that opinion when it was talking about the 2nd Amendment. Then they didn't want to give them a chance to speak their mind, it was we're just going to make the decision for them. They can do this but he got frustrated with the amount of time they spent on state issues. They can put this out there but he knew it was going to be ignored by the legislature. Things were already taking place and it was going to end up in court no matter referendum or no referendum. He wasn't opposed to independent redistricting, he supported it but had an issue with the process of putting a referendum out there and exactly what it was going to accomplish.

Supervisor Hopkins was in full agreement with Van Dyck. Most of their constituents were not educated on this and he felt it was going to be ignored by the state legislature.

Peters and Vander Leest informed they had not heard from anyone about this issue.

Schadewald informed he received a great deal of communication as Chairman of Administration, all was in support. He understood what was going on, this will be his fourth census. As with lots of things, this was a political football, that's why he likes being nonpartisan. He knew this was going to go to the County Board and they will vote on it which was probably the best place to do it.

Motion made by Supervisor Peters, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. Nay: Schadewald. MOTION CARRIED 4 to 1

7. Resolution Authorizing Entering Into a Contract Entitled: Center for Health and Wellness Healthcare Services Agreement (Hereafter Referred to as the "Contract").

Weininger informed they had been talking about this for the last two years, they wanted to create a near site or onsite clinic for employees for zero costs in an effort to drive down costs and save a considerable amounts of money. ADRC did an RFP and Prevea was selected as the best choice for the county. They had a clinic on Washington Street, they wouldn't have to build anything on site and this should potentially save roughly \$322,000 a year.

Motion made by Supervisor Hopkins, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk

8. Budget Status Financial Report for April 2020 - Unaudited.

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Director Summary.**
a) **COVID-Update.**

County Clerk Sandy Juno informed the office had been functioning with staff on a daily basis. Some work from home on certain days and other days they work in the office, there was always someone there to answer the phone or do a marriage license or a passport. The US Department of State has been discouraging anyone from applying at this time because they can't give a date when you'd get it back. Her office was doing services by appointment only and will continue until all safety shields are in place and proper supplies and UV wands are in as requested. With the number of visitors in the office, she wanted to make sure they were offering proper protection for staff.

Motion made by Supervisor Vander Leest, seconded by Supervisor Murphy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

10. **Budget Performance Report - Full Year 2019 - Unaudited.**

Child Support Director Maria Lasecki noted it was a team effort to stay under budget. It was an everyday effort to ensure they were coming in where they need to be and to give back to the general fund. It was something their team was proud of.

Motion made by Supervisor Vander Leest, seconded by Supervisor Murphy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **Budget Performance Report for April 2020 - Unaudited.**

Lasecki stated this was a snapshot in time and an estimate of what revenues were going to be before they came in. She was always billing out the month after but numbers don't come in in time to give a true picture each month but they were watching it all the time.

Motion made by Supervisor Hopkins, seconded by Supervisor Peters to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

12. **Director Summary.**
a) **COVID-19 Update.**

As mentioned in her written report, they had an approved reopening plan they felt very good about. Staff had been doing a good job ensuring that time spent in the office was balanced with time spent teleworking. They added a day, each week, for staff to have the ability to come into the office. In the interest of transparency, most were not feeling comfortable adding more than 2 days, and that was okay. They spend 3 days teleworking and 2 in the office with a Friday rotation. They were working with multiple individuals on things they needed to keep staff safe, such as PPE and a plexiglass barrier for their interview room.

Lasecki stated they did genetic testing in their department and it was a point of acknowledgement. While it was feasible under the current contract, it changes as of July 1st and would go up about 70% to have the vendor come in and do a cheek swab with both custodial and potential fathers as well as with children. She will have to vet that to find the most fiscally responsible way to move forward and balance risk verses reward and cost appropriately. Everything was done in the interest of safety as well for staff and those they were serving.

Motion made by Supervisor Peters, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Technology Services

13. Budget Status Financial Report for April 2020 - Unaudited.

Motion made by Supervisor Hopkins, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

14. DoTS Monthly Report.
a) COVID-19 Update.

Director Neverman spoke to his written report which was included in the agenda packet. He noted they were almost \$68,000 into COVID expenses and were unsure the amount that will be reimbursed, so they will be at or above their budget. They had two HVAC issues in the last week and will have expenses in 2021 that will run their budget up. They fixed the UPS' and all the air conditioning systems.

Motion made by Supervisor Hopkins, seconded by Supervisor Peters to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer

15. Discussion/Action Regarding Former Owner request to Purchase properties acquired by Brown County via In-Rem Foreclosure Proceedings and the 2020 Foreclosure Judgments from Judge Thomas Walsh - Branch 2 of Brown County Circuit Court case 2019CV001435.
PARCEL # VH-230-7 by Michael R. Weber at 813 Posey Ct. in the Village of Howard.

Treasurer Paul Zeller and Corporation Counsel David Hemery briefly spoke to the handouts provided, which were included in the agenda packet. Hemery noted there were liens from circuit court judgements and once the county acquired the property through the In-Rem proceedings, those liens were extinguished. The judgements don't go away but the judgement holders can't go after the property for Mr. Weber's debts. If the committee sets up terms and conditions for Mr. Weber to buy back the property, he complies and receives a quitclaim title to the property, the property will still not have liens on it but the judgments would still exist. In Wisconsin, if you have a judgement in the same county that you own real property, those judgments will automatically again become liens against the property.

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters that Brown County sells back parcel #VH-230-7 to former owner Michael R. Weber in the amount of \$17,940.44 made out to the Brown County Treasurer and \$30.00 to the Register of Deeds for a recording fee to be delivered to the Treasurer's office in guaranteed or certified funds by Wednesday, June 10th by 4:30 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Review of Treasurer's Dept. Budget Performance Report - Full Year 2019 YTD (unaudited).

Treasurer informed their expenses were 6% under budget expenses largely due to a maternity leave. They were very much on budget for 2019. With the benefit of investment performance this past year and the increase in the value of their bonds, in their long term portfolio, they end up generating a total surplus over budget of approximately \$1.8 million for 2019 of which a little over a million dollars was actual hard interest they returned to the general fund. They had an excellent year.

Motion made by Supervisor Murphy, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Review of Treasurer's Dept. Budget Performance Report for April, 2020 YTD (unaudited).

Zeller informed they were on budget for the first quarter, things will change drastically for the second quarter with the reduction in investment interest. They will hold their own as long as interest on taxes continue to hold up.

Responding to Vander Leest, interest on delinquent taxes was broken into two categories, the state imposed interest rate, which the county kept, and county imposed penalties. Those two components made up 1.5% per month.

Motion made by Supervisor Vander Leest, seconded by Supervisor Peters to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

18. Treasurer's Report.

a) COVID-19 Update.

Zeller informed the second installment was due July 31st. In December they mailed out 105,000 property tax bills. Of that, approximately 20,000-22,000 parcel owners elect to postpone the second installment. The County Treasurer was statutorily required to collect the second installment. Their plan was to open the lobby to taxpayers Monday, June 8th. They installed payment windows in the lobby. In the past they had assistance from community banks to aid in their collection. He had been notified by Associated Bank that they will not be providing second installment property tax collection for them. That removed 14 potential locations out of 23 for the public to pay in person. Community First Credit Union was willing to provide 3 of their branch locations for collection. They will communicate in every way to encourage payment by mail. They had 6-active limited term employees and only 1 of those 6 were willing to help.

Motion made by Supervisor Peters, seconded by Supervisor Murphy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Administration and Human Resources

19. Budget Status Financial Reports (Admin & HR) for April 2020 - Unaudited.

Motion made by Supervisor Hopkins, seconded by Supervisor Murphy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

20. Budget Adjustment Log.

Motion made by Supervisor Murphy, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

21. Budget Adjustment Request (20-043): Any allocation from a department's fund balance.

This 2020 budget adjustment was to allocate unrestricted fund balance to energy efficiency projects that will reduce the operating budget in future years. These funds are currently recorded as restricted for debt service, but per a legal opinion, they are unrestricted and available to be assigned to this capital project. The primary goal is to replace most lights in County buildings with LEDs, which is expected to reduce the utility bills by about \$250,000/year, significantly reduce the ongoing maintenance costs associated with fluorescent and incandescent light fixtures, and reduce the County's energy usage by about 3,000 megawatt hours each year. Fiscal impact: \$948,946.

Motion made by Supervisor Murphy, seconded by Supervisor Hopkins to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

22. Director's Reports.

Weininger informed they were not going to require spouses to take the PHA in 2020, because of COVID it will be voluntary and mandate it in 2021.

a) COVID-19 Update.

All county departments were serving the public in different ways, they never technically shut down but buildings shut down to the public. For departments to reopen, they had to submit a plan for approval to the Risk Department which was reviewed by Public Health. They were coordinating this so they can work with Facilities and TS because they can't bring everyone back at once, everyone had different needs and there was only so many Facility and TS staff and PPE available.

Weininger briefly spoke to the CARES funding, federal dollars passed down to the state to the county. The governor was using more of a state-wide approach. It was frustrating that after 3-months they still didn't have clear and direct guidance on how to use the funds and were doing their best in coordination with the state and feds. Dane and Milwaukee city and county had their direct appropriation but Brown County was still competing with other counties for the \$1.9 billion made available statewide. A majority of that will be going to Dane and Milwaukee areas which put a little extra strain on the county considering we had the highest per capita COVID infection cases to date. Schadewald informed the reason Dane and Milwaukee county got money was the federal legislation divided some money by population of the county and Brown did not meet the threshold.

A brief discussion ensued with regard to what the county can or can't do and how much the county should or should not do as far as providing programming relief. Schadewald stated there was a lot of pressure to try and do something but they had to dot the i's and cross the t's.

Weininger referred to his room tax and sales tax report, he wasn't worried about the sales tax collections. Overall they were still up. They budgeted extremely conservative. He was worried about the room tax numbers, they were a little less than anticipated. There were a number of funding sources that relied on the room tax that the county had to cover. They needed the economy to come back or they will have to appropriate levy to fund the EXPO operations.

**Motion made by Supervisor Hopkins, seconded by Supervisor Peters to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Corporation Counsel

23. Oral Report.

Hemery informed the Brown County Taxpayers Association filed a notice of attempt to appeal. A budget adjustment request may be coming, these were expensive cases to litigate. They spent a little over a quarter of a million to date.

a) COVID-Update.

Their attorneys came in when they had to, if they had court going on, etc. but typically worked from home. Paralegals were working from home, one was going to be returning full time this coming Monday. He kept an open door, technically people should make appointments. They had plexiglass installed, they had their masks and hand sanitizer and were set to reopen whenever that happens. He felt they were ahead of the game when it came to reopen, they will be well prepared.

**Motion made by Supervisor Murphy, seconded by Supervisor Peters to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Other

24. Audit of bills.

Motion made by Supervisor Hopkins, seconded by Supervisor Murphy to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

25. Such other matters as authorized by law.

Chair Schadewald suggested meeting virtually in July. Vander Leest would be okay with that. Murphy doesn't mind as well.

26. Adjourn.

Motion made by Supervisor Vander Leest, seconded by Supervisor Murphy to adjourn at 7:40 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein
Administrative Coordinator

2.13 MEETINGS, AGENDAS. (1)(a) The County Board shall hold its organizational meeting on the third Tuesday in April as required by Section 59.04(1)(c), Wisconsin Statutes.

(b) The County Board shall commence its annual session and hold its annual meeting during October or November, either on or prior to the Tuesday after the second Monday of November in each year. The specific date for the annual meeting shall be designated by the Board Chair. Annual meeting may be adjourned by the County Clerk upon the written request of a majority of the Supervisors to a day designated in the request, but not less than one week nor more than three weeks from the Tuesday after the second Monday of November.

(c) (For this sections, a written request shall mean either physical or electronic signature(s) on a written request AND/OR an email from the supervisor's official email account to the Brown County Clerk's Office, requesting a special meeting.)

A special meeting of the Board shall be held upon a written request of a majority of the Supervisors delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 5 business days from the delivery of the request for consideration of substantial legislation as hereinafter defined OR 48 hours from the delivery of the request for all other matters. ~~unless the matter to be considered is substantial legislation as hereinafter defined. A special meeting of the Board to consider substantial legislation shall be held only upon a written request of a two-thirds majority of the Supervisors delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 5 business days from the delivery of the request.~~ For purposes of this paragraph, substantial legislation shall mean any legislation which includes a financial transaction greater than \$10,000.00, or a change in the County Code of Ordinances. Substantial transactions shall not include, however, matters which involve any of the following reasons:

1. Endangerment to the health or welfare of any person or group.
2. Litigation requiring consideration.
3. An emergency as determined by the County Board Chair.
4. Bonding matters.

(d) Emergency meetings of the County Board may be called by the Board Chair, or, in his absence, by the Vice-Chair, by making a written Declaration of Emergency and filing same with the County Clerk who will attempt to notify each County Board Supervisor at his home address or the Supervisor's place of work, of the time and place of such emergency meeting as well as the purpose of such meeting. The emergency meeting shall take place not less than six hours after the filing of the written Declaration of Emergency. In addition, the County Clerk shall notify all news media who have requested to be notified of the time and place and purpose of said emergency meeting. An emergency meeting is a meeting called to discuss a matter upon which immediate action might be necessary in order to protect the health, safety and welfare of the citizens of Brown County.

(e) The Board shall conduct regular monthly meetings on the third Wednesday of each month beginning at 7:00 p.m. unless moved to a different date or hour by adjournment of the previous meeting.

(f) (For this sections, a written request shall mean either physical or electronic signature(s) on a written request AND/OR an email from the supervisor's official email account to the Brown County Clerk's Office, requesting a special meeting.)

A special meeting of any Brown County committee or commission shall be held upon the written request of a majority of the members of that committee or commission or County Board Chair

delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 5 business days from the delivery of the request for consideration of substantial legislation as hereinafter defined OR 48 hours from the delivery of the request for all other matters, unless the matter to be considered is substantial legislation as hereinafter defined. A special meeting of any Brown County committee or commission to consider substantial legislation shall be held only upon a written request of a two-thirds majority of the members of that committee or commission or County Board Chair delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 5 business days from the delivery of the request. For purposes of this paragraph, substantial legislation shall mean any legislation which includes a financial transaction greater than \$10,000.00, or a change in the County Code of Ordinances. Substantial transactions shall not include, however, matters which involve any of the following reasons:

1. Endangerment to the health or welfare of any person or group.
2. Litigation requiring consideration.
3. An emergency as determined by the County Board.
4. Bonding matters.

(2) The County Board, its committees, boards, commissions and agencies shall comply with the Open Meeting Law in accordance with subchapter IV Open Meetings of Government Bodies 19.81-19.85 of the Wisconsin Statutes and subsequent amendments thereto and in accordance with subsequent interpretations by the Attorney General of Wisconsin.

(3) The Chairman shall call the session of the County Board to order at the usual time or at the hour to which the Board stands adjourned. The business in order shall be:

1. Call to order.
2. Invocation.
3. Pledge of Allegiance to the flag.
4. Opening Roll call.
5. Adoption of agenda.
6. Comments from the Public:
 - a. State name and address for the record.
 - b. Comments will be limited to five minutes.
 - c. The Board's role is to listen to public comments, and not to ask questions, discuss nor take action regarding public comments.
7. Adoption of the minutes of the previous meeting.
8. Announcements by Supervisors.
9. Presentation of petitions, communications, etc. for consideration.
10. Appointments by County Board Chair and County Executive.
11. Reports of the Board Chair and County Executive.
 12. Reports Other Than Standing Committee Reports.
 13. Standing Committee Reports.
 14. Presentation and consideration of Resolutions and Ordinances from the County Board standing committees in alphabetical order.
 15. Closed session when necessary upon advice of Corporation Counsel.
 16. Such other matters as are authorized by law.
 17. Presentation of bills over \$5,000.00.
 18. Closing Roll Call.
 19. Adjournment.

(4) (a) The County Board agenda will be prepared by the County Board staff under the direction of the Board Chair.